

Notification of Temporary Break in Services

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a temporary break in services provided by [Agency Name]. This decision has been made due to [brief explanation of reasons, e.g., unavoidable circumstances, renovations, staff shortages, etc.].

The affected services will be unavailable from [start date] to [end date]. We apologize for any inconvenience this may cause and assure you that we are committed to resuming full services as quickly as possible.

During this period, if you have any questions or require assistance, please do not hesitate to contact us at [contact information]. We appreciate your understanding and support.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Contact Information]